

ADDITIONAL DUTY ASSIGNMENTS

UNIT/ ORGANIZATION _____

Effective this date the following individuals are appointed to the additional duties specified below. They are to perform these duties until officially relieved or released from appointments.

NAME (SNL)	INITIAL	EFF DATE	VICE	DUTY	LEVEL	REFERENCE
				Unit Prevention Leader (UPL)	Unit	Para 1-26, AR 600-85
				Promotion/ Reduction Selection Board	BN and Higher	NGR 600-200, AR 600-8-19
				Equal Opportunity Council	BN and Higher	NGR 600-21
				Equal Opportunity Advisor	BN and Higher	Para 2-2,NGR 600-21; AR 600- 20
				Equal Opportunity Representative	Unit	Para 2-10,NGR 600-21; AR 600- 20
				Privacy Official Officer	BN and Higher	Para 1-9, AR 340-21
				Consolidated Unit Moral Support Fund Custodian	Unit (as required)	Para 5-6, AR 215-1
				Unit Postal Officer and Alternate	Bn or separate CO/Det unit	Para 2-2, AR 600-8-3

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	Mail Orderly	Unit without mail room	Para 2-3, AR 600-8-3
	Recruiting Support Officer/NCO	Unit	NGR 601-2
	Command Security Manager	Unit	Para 1-6, AR 380-5
	Top Secret Security Officer	Unit (as required)	Para 6-21, AR 380-5
	Unit Fund Managers	Unit, with unit fund	Para 5-6, AR 215-1
	Public Relations/ Public Affairs/ Information Rep NCO	Det and above	Para 2-3, AR 360-1; Para 6-5, NGR Pam 360-5
	Unit Retention/ Benefits Advisor NCO	Unit	NGR 601-2
	Environmental Coordination Officer (ECO)	Det and above	Para 1-1, AR 200-1
	Operational Security Officer (OPSEC)	BN and Higher	Para 3-2, AR 530-1
	Test Control Officer	BN and Higher	Para 2-1, AR 611-5

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	Alternate Test Control Officer	BN and Higher	Para 2-1, AR 611-5
	NBC Officer	Unit	Para 4-11, AR 350-1
	NBC NCO	Unit	Para 4-11, AR 350-1
	NBC Enlisted Alternate	Unit	Para 4-11, AR 350-1
	Physical Security Officer	Unit and Higher	Para 1-6(E), AR 380-5; Para 1-21, AR 190-13
	COMSEC Custodian	Unit and Higher required)	(as Para 1-4, AR 380-40
	Alternate COMSEC Custodian	Unit and Higher required)	(as Para 1-4, AR 380-40
	Property Book Officer (PBO)	Unit with Property Book	Para 2-5, AR 710-2
	Key/ Lock Custodian	Unit	App. D, AR 190-51
	Alternate Key/ Lock Custodian	Unit	App. D, AR 190-51

ADDITIONAL DUTY ASSIGNMENTS

	Logistics Readiness Officer	Company and Higher	Para 2-18, AR 750-1
	Logistics Readiness NCO	Company and Higher	Para 2-18, AR 750-1
	Unit Movement Officer (UMO)	BN and Higher	App.K, FORSCOM Reg 55-1
	Alternate Unit Movement Officer (UMO)	BN and Higher	App.K, FORSCOM Reg 55-1
	Unit Loading Teams	Unit (as required)	App. K, FORSCOM Reg 55-1
	Energy Conserveation Committee	BN and Higher	Para1-4, AR 11-27
	Meal Card Control Officer	Unit (as required)	Para 2-6, AR 600-38
	Unit Movement Coordinator (UMC)	STARC	Ch. 4, FORSCOM Reg 55-1
	Maintenance Officer	Unit	Para 3-6, AR 750-1
	Food Service Officer	Unit (as required)	Para 3-19, AR 30-22

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	Alternate Food Service Officer	Unit (as required)	Para 3-19, AR 30-22
	Hazardous Cargo Certifier	Unit	App. K, FORSCOM Reg 55-1
	Aviation Safety Officer	Unit with organic aircraft	Para 1-4, AR 385-95; CA NGR 385-95
	Aviation Safety NCO	Unit with organic aircraft	Para 1-4, AR 385-95; CA NGR 385-95
	Aviation Safety Council	Unit with organic aircraft	Para 2-7(D), CA NGR 385-95 change 1
	Enlisted Aviation Safety Council	Unit with organic aircraft	Para 2-7(E), CA NGR 385-95 change 1
	Unit Environmental Compliance Officer	Unit	Para 1-32, AR 200-1
	Army Family Action Plan (AFAP) Program	Bde or Higher	AR 608-47